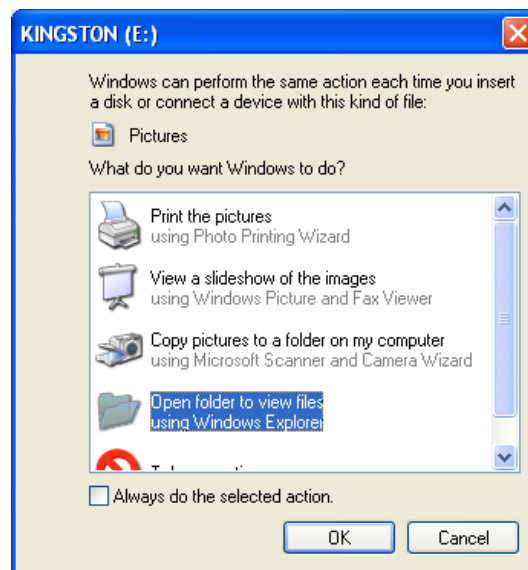


USING A USB MEMORY STICK

This document contains instructions on how to use your **USB Memory Stick**.

- 1) Insert the **Memory Stick** into either one of the two USB ports located at the front of your PC.
- 2) Windows will detect the **Memory Stick** and assign it a drive letter, most likely **E:** drive.
- 3) You can then save your documents from any Office program or other software programs by selecting E: drive from the Save dialogue box.
- 4) You can also transfer files to and from your **Memory Stick** using Windows Explorer.
- 5) Each time you insert your **Memory Stick** an Action dialogue box will appear as shown below.



- 6) If you wish to view the files on your Memory Stick you can select Windows Explorer from the list shown or you can click Cancel to take no action and access your Memory Stick at a later stage.